



July 1, 2003

OKLAHOMA BULLETIN NO. OK-360-3-17

SUBJECT: PER – Employee Development – FY2004 Training Needs Inventory

Purpose: To provide information to employees on the procedures to request training for FY2004

Expiration Date: September 30, 2003

Action Required by: July 17, 2003

The FY 2004 Training Needs Inventory will be conducted on-line through the use of the Internet Combined Administration Management System (ICAMS). All requests for the National Employee Development Center (NEDC) training and in-state courses identified in this bulletin must be completed no later than July 17, 2003.

Attachment 1 is a listing of NEDC courses with course and session numbers that should be used by employees to request training for FY2004. Supervisors will need to ensure that all prerequisites for a training course have been met before approving the request for training. The NEDC Training Catalog may be used to review course descriptions to obtain this information. The NEDC Training Catalog may be viewed on the NEDC homepage at <http://www.nedc.nrcs.usda.gov/>.

Attachment 2 is a power point document that provides instructions to employees on how to make their training requests in ICAMS.

To assist employees in determining their training needs, Career Development templates have been developed for Soil Conservationists, Rangeland Management Specialists, Soil Scientists, Engineers, Soil Conservation Technicians, and Biologists. In addition, a template has been developed entitled, "National Employee Development Course Requirements," that identifies specific NEDC courses by discipline and grade considered essential or optional. This template may be used in determining courses for prioritization. These templates are on the Human Resources homepage and may be viewed at <http://intranet.ok.nrcs.usda.gov/>.

Attachment 3 lists Oklahoma Catalog courses that are being included in this training inventory: Engineering Bootcamp (OK0017); Conservation Planning (OK0115); Oklahoma Nutrient Management (OK0157); Basic ArcView (OK0128); Basic ArcView/CST Training (OK0133); and Advanced ArcView (OK0129). To request these courses, employees should follow the instructions provided in the Power Point document.

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It is not necessary to include your requests for the self-paced courses (i.e., Agricultural Waste Management Systems – A Primer) in this inventory request. Employees may go directly to the NEDC homepage at <http://www.nedc.nrcs.usda.gov/> and register for these courses at anytime after receiving supervisory approval.

In some instances an employee may be recommended for more than one training course. In these instances, supervisors will need to prioritize the request from 1 to 4, with **1** being **MOST** critical and **4** being **LEAST** critical. Supervisors should not approve more than four (4) training courses for any employee. After approving the training requests in ICAMS, supervisors will submit an e-mail to Debbie.Ruark@ok.usda.gov prioritizing courses for each employee under their supervision if those employees are recommended for more than one course.

The purpose of this inventory is to determine the training needs of our employees. Employees will not be enrolled in courses until all requests for training have been reviewed and prioritized by the State Leadership Team, and approved by the State Training Committee. Employees selected for training will be notified after NEDC has determined the location and dates of the training.

Questions concerning this bulletin may be directed to Debbie Ruark at 405.742.1212.



M. DARREL DOMINICK
State Conservationist

[Attachments](#)